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"To enrich lives through effective and caring service"

August 26, 2013

To: Each Supervisor

From: Tom Tindall
Director

Tom Tindall

Daryl L. Osby, Fire Chief *NB For DLO*
Fire Department

Subject: **MAINTENANCE AND REPAIR SERVICES FOR FIRE'S
NON-EMERGENCY VEHICLE FLEET**

At the Board meeting of August 20, 2013, a member of the public addressed the Board regarding Item #18, an Internal Services Department (ISD) item to provide vehicle repair and maintenance services to the Fire Department's (Fire's) non-emergency fleet.

The individual questioned why his company had not been allowed to bid on servicing Fire's non-emergency fleet. Supervisor Knabe asked ISD to provide a response to this question. The item is now planned for the agenda of September 3, 2013.

Fire has historically used a number of "as-needed" master agreements for the maintenance and repair of its 732 non-emergency vehicles. However, based on a recent audit, coupled with County Counsel's opinion, Fire was advised that the "as-needed" service contract model was no longer viable, resulting in the need to re-solicit for the services under Prop A, using a Request for Proposals (RFP) process.

With the existing Fire agreements expiring at the end of September 2013, and given the extended timeframe needed to complete an RFP process, Fire selected ISD as the optimal solution for vehicle repair and maintenance services for the non-emergency vehicle fleet.

ISD's contract provides for the ability to add Fire's non-emergency vehicles to an existing cost-effective contract. This will provide Fire with an efficient way to service its non-emergency fleet on an immediate basis.

Fire also considered several other factors in this decision:

- Fire's emergency vehicles continue to be serviced by Fire employees. However, Fire does not have the infrastructure (e.g., facilities, equipment, staffing, Prop A contract monitoring, etc.) to handle the additional workload for the non-emergency fleet.
- County Code 2.81.400 identifies ISD as responsible for vehicle repair and maintenance countywide, except if as otherwise authorized by the CEO. ISD's vehicle repair rates are competitive.
- Logistically, ISD can meet Fire's needs. ISD's main service location is adjacent to Fire's, and ISD has smaller service locations in each region of the County. ISD's service delivery statistics demonstrate that they can meet Fire's expectations.

Fire plans to evaluate its non-emergency fleet requirements over the next 24 months to develop a long-term strategy for its vehicle repair and maintenance services.

If you have any questions, please contact Tom Tindall at (323) 267-2101, or Chief Osby at (323) 881-6180.

TT/DO:JJ:JS:DL

c: Chief Executive Office (Fujioka, Culp, Kreimann, Mattera)
County Counsel
Executive Officer, Board of Supervisors
Fire Department (Osby, Lawrence)